



MIAMI BEACH

Announcement of Open Position

ASSISTANT BUILDING DIRECTOR/ BUILDING OFFICIAL

\$3,642.59 – 5,883.09 BI-WEEKLY SALARY

Open: 12/01/2008 8:30 A.M.
Close: Until Filled

NATURE OF WORK

This is responsible management and complex professional administrative work assisting the Building Director in scheduling, directing, and controlling the daily activities of the City's Building Department. Emphasis of the work is on scheduling and supervising technical, administrative and clerical staff in the conduct of building inspections, the issuing of building permits and the enforcement of building codes.

MINIMUM REQUIREMENTS

- Bachelor's degree in Building Construction Management or Technology, Architecture or Structural Engineering, or a related field (**Experience may substitute for education on a four to one year basis**).
- Knowledge of national, state and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures.
- Knowledge of general building design and good construction practices.
- Considerable knowledge of the construction industry including effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction.
- Must obtain and maintain all necessary State of Florida and Miami-Dade County Certifications to serve as a Building Official/Building Code Administrator within three (3) months of appointment.
- Has five (5) years of progressively responsible experience, preferably in the Public Sector and meets all the requirements for certification as per F.S. 468.609

PREFERENCES

- Previous public sector experience as a Building and/or Code Compliance Director.
- Experience in the building trades.
- Knowledge of the Florida Building Code.
- Have current certification, as a Building Official/Building Code Administrator as defined by the State of Florida and Miami-Dade County.
- Experience working in historic preservation and high rise construction.
- Familiarity with EPA and ADA legislation.

TO APPLY

Please submit resume OR Miami Beach application through the following ways:

E-MAIL: jobs@miamibeachfl.gov

Applications can be downloaded from the City's website www.miamibeachfl.gov

IN PERSON: Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),
Miami Beach City Hall, Human Resources Department, 3rd Floor

BY MAIL: Miami Beach City Hall
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 3103
UC NO: **08-UO-2-462**

EOE/AA/ADA/VET PREF